



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF PROFESSIONAL COUNSELORS**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**PRC BY EXAM**

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
  
- ☐ Official transcript (with seal) may be sent directly from the school, but is preferred that it accompanied the application in a sealed envelope.
- ☐ Supervision Experience Form
- ☐ A completed Supplemental Information Form
- ☐ Passing National Exam results from The National Board of Certified Counselors examination or other accepted examination
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$176 for Applications and Licenses Fee

**PRC BY RE- EXAM: National Counselors**

**Examination applicants only**

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
  
- ☐ Must submit a registration form with appropriate fees directly to The National Board of Certified Counselors to take and pass the National Counselors Exam
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$65 for Applications Fee

**PRC BY ENDORSEMENT**

Checklist of Supporting Documents required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Social Security Number or a Sworn Affidavit
  
- ☐ Official transcript (with seal) may be sent directly from the school, but is preferred that it accompanied the application in a sealed envelope.
- ☐ Supervision Experience Form
- ☐ A completed Supplemental Information Form
- ☐ Letter of Verification
- ☐ Passing National Exam results from The National Board of Certified Counselors examination or other accepted examination
- ☐ Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- ☐ \$176 for Application and License Fee